

Louisiana Housing Finance Agency  
Public Records Request

**I. POLICY:**

Any public records request should be submitted in writing to the Legal Counsel, or in his/her absence, the Executive Director.

**II. PURPOSE & SCOPE:**

To insure compliance with the Louisiana Public Records Law (LSA-R.S. 44:1 et seq.).

**III. GUIDELINES:**

Written public records requests may be submitted by any of the following means:

- ☐ Fax: (225) 763-8710
- ☐ Mail/Hand Delivery or Express Mail:
  - Legal Department
  - Louisiana Housing Finance Agency
  - 2415 Quail Drive
  - Baton Rouge, LA 70808

The Legal Counsel, or his/her designee, shall notify the requesting party in writing if the requested information cannot be produced in the time frame provided for in the Public Records Law, and shall explain why it cannot be produced timely, and provide an estimated date when the information shall be ready.

**IV. COSTS:**

The production of any record shall be at .25 cents a page for paper copies. If the requested information is stored in a database, the Legal Counsel will be given the estimated retrieval costs to furnish to the requesting party; however, the requesting party will be responsible for payment of actual costs. LHFA may receive funds by personal check, money order or cashier's check.